### Clinical Audit Facilitator’s (x3)  
**Children’s Hospital Group**

#### Job Specification and Terms & Conditions

| Job Title and Grade | Clinical Audit Facilitator’s (CAF)  
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<tbody>
<tr>
<td>Grade</td>
<td>CNM III (grade code 233X) or equivalent HSCP grade</td>
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| Campaign Reference | CAFN-CHG.002 |

| Closing Date       | Monday 19th February 2018 by 5pm |

| Duration of Post   | Specific Purpose Contract: The term of this post is for the duration of the project, which is expected to be approximately 3 years and will be reviewed in light of the programme of work, related to the new children’s hospital and the Paediatric OPD & Urgent Care Centres. |

| Location of Post   | We will be appointing one CAF in each of the three hospitals ie. TSCUH, OLCHC, AMNCH. On occasions the CAF will be required to attend meetings in the Children’s Hospital Group based at Block A Herberton, St. James’s Walk, Rialto, Dublin 8. |

| Context/ Background | Context/Background  
|---------------------|--------------------------------------------------|
|                     | The Children’s Hospital Group (CHG) is part of the acute health sector reform programme and consists of **Our Lady’s Children’s Hospital, Crumlin, Temple Street Children’s University Hospital**, and the **National Children’s Hospital at Tallaght Hospital**. The three children’s hospitals and the CHG will be moving from four separate, independently governed entities into one new single organisation in 2018 to govern and operate paediatric services in Dublin. This new organisation will operate as a single service across the existing locations before transitioning to the new facilities at the two paediatric outpatient and urgent care centres at **Connolly** and **Tallaght Hospitals** and the **new children’s hospital** on the campus shared with St James’s Hospital.  
**The Children’s Hospital Programme** is a major programme of work led by the CHG, focused on transformative service change to integrate the three existing hospitals, |
while maintaining existing and new services, ensuring patient safety and quality until transition is complete. It will:

- Establish an integrated paediatric healthcare network
- Transition the three existing independently governed children’s hospitals into a new entity
- Act as client for the government funded capital project to build the new hospital and the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals, and a separately funded research and education centre
- Act as client to a major ICT programme

Commission, transition to and operate the new children’s hospitals and the two paediatric outpatient and urgent care centres

<table>
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<tr>
<th>Reporting Arrangements</th>
<th>This post will report directly to the Director of Nursing in the appointee’s hospital with a dotted line to the Director of Quality &amp; Safety, Clinical Audit Coordinator for Programme Deliverables.</th>
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</table>
| Key Working Relationships | The post holder will work closely with;  
- Key staff across the existing children’s hospitals, St. James’s Hospital, Tallaght Hospital and Connolly Hospital and in particular the clinical directors, directors of nursing, and quality and patient safety staff  
- Clinical Services leads  
| Scope of the Post | The Clinical Audit Facilitator will lead on and take responsibility for clinical audits as required within the hospital, as guided by the hospitals executive and in particular to support strategic priorities such as pan hospital and group wide safety improvement programmes. Within this role you will attend clinical and governance meetings as required to present local quality data and audit reviews and be aware of current department needs, health mandates and any subsequent effects in data collection  
This role will encourage and enhance the research and audit culture in the hospital |
and promote where possible, the development of evidence based approach to clinical care. It will be important to liaise with other areas and agencies regarding audit and data collection to promote service improvement.

**Purpose of the Post**

To support the development of a hospital wide Audit strategy, to support staff, executive and board in continually improving quality of care. To raise awareness of the Audit process. To provide specialist Audit advice & support to staff.

**Principal Duties and Responsibilities**

**CLINICAL PRACTICE**

- To act in an advisory capacity and as a support to staff carrying out clinical audit e.g. hold education sessions for front line staff
- To carry out all aspects of clinical audit work including project proposal, project design, data collection and analysis, report production, presentation and dissemination of results
- Ensure that audit findings are reported back in a timely and cohesive fashion to the relevant staff
- To work with a range of specialties and clinical departments
- To develop and undertake clinical audit with a range of specialties and clinical departments
- To work within and support the development of the clinical audit framework and methodology
- To review relevant literature and information on evidence based practice.
- To facilitate change with the working groups as a result of recommendations from clinical audit projects
- To design audit tools compatible with available software systems
- Ensure that timely and accurate records are kept of all clinical audit activity, action plans and re-audits. Ensure that time scales are maintained and made available to staff and departments
- To liaise with department managers to ensure that clinical audit meetings are supported
- Maintain comprehensive reports of completed clinical audit activity and suitable summaries for the internal clinical report
• Ensure patient and hospital confidentiality is maintained at all times

LEADERSHIP
• Promote services provided by the Clinical Audit Team widely within the Hospital
• Ensure that the Clinical Audit Lead and Key Department Managers are kept informed of trends and gaps in service provision
• Assist in the Identification and participate in any operational changes necessary to ensure the effective development of the service
• Attend and contribute to clinical audit meetings
• Carry out any other duties as appropriate to the post and delegated by their line manager
• Actively contribute, participate and ensure compliance with the key areas identified in the following:
  ➢ Infection prevention and control / decontamination
  ➢ National Quality/Hygiene Schemes
  ➢ B.F.H.I
  ➢ And all audits deemed necessary by the Hospital Management Team
• Work with the key staff and others in identifying Key Performance Indicators and reporting on a monthly basis compliance and progress
• Be aware of and comply with the policy on Staff Responsibility for the Protection and Welfare of Children

EDUCATIONAL/ PROFESSIONAL DEVELOPMENT
• Participate in own appraisal annually, with regular review, agreeing a personal development plan in consultation with their line manager
• Maintain and update knowledge of national developments in clinical audit and effectiveness of feedback to the Clinical Audit Lead
• Maintain and update a suitable level of knowledge of developments in Paediatric care in order to effectively support clinical audit activity
• Maintain a suitable level of knowledge, and awareness of IT software to underpin audit activity, to include word processing, spreadsheet, presentation, statistical and form design packages
- Participate in education programmes for staff on clinical audit and effectiveness.

**INFORMATION TECHNOLOGY**

- Identify and develop tools to provide ongoing audit of current practice.
- Ensure that he/she makes the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation
- Participate in the collection, interpretation and presentation of data and information on the department’s activities

### Eligibility Criteria

**Essential:**

**Qualifications & Experience**

- Must hold a relevant RCN/RGN or Clinical Professional Qualification
- At least five years’ relevant post qualification experience

**Desirable:**

**Qualifications, Skills & Experience**

- Experience working in the field of clinical audits, preferably in a hospital setting
- Have a Masters in Healthcare Management or relevant discipline such as patient safety, Leadership, quality improvement or data analytics
- Minimum of three years’ experience working in a Healthcare setting, with strong knowledge of clinical processes
- Have a proven track record in undertaking audit/research
- Knowledge of the Irish health sector, national programmes and health reform agendas
- Demonstrated ability to build close working relationships with internal and external stakeholders and influence decision making/drive buy-in to and ownership of initiatives

**General:**

- Proficiency in Microsoft Word, Excel, PowerPoint, PM Tools
- Experience of working and engaging with senior clinical staff
- Have an up to date knowledge of Audit/Research related developments within the internal and external environment
- Knowledge of the Hospitals operational policies and procedures
- Demonstrated leadership ability, proactive development, motivation and engagement skills

**Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Character**

Each candidate for and any person holding the office must be of good character

**Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

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<tr>
<th>Knowledge, Skills &amp; Competencies</th>
<th>Leadership &amp; Direction</th>
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<td>- Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.</td>
<td>- Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.</td>
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<td>- Understands the challenges of leading a complex systems change.</td>
<td>- Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.</td>
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**Working With & Through Others - Influencing to Achieve**

- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
- Has excellent influencing and negotiation skills.
### Managing & Delivering Results
- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

### Critical Analysis & Decision Making
- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

### Building Relationships / Communication
- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has a strong results focus and ability to achieve results through collaborative working.

### Personal Commitment and Motivation
- Is personally committed and motivated for this complex post.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the post.
- Demonstrates a commitment to further education in health services management.

### Health & Safety
These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.

### Quality, Risk & Safety
It is the responsibility of all staff to:
- Participate and cooperate with legislative and regulatory requirements with
<table>
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<tr>
<td>Responsibilities regarding Quality, Risk and Safety.</td>
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<tr>
<td>• Participate and cooperate with the Children’s Hospital Group Quality and Risk and Safety initiatives as required.</td>
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<td>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:</td>
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<td> National Standards for Safer Better Healthcare</td>
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<td> National Standards for the Prevention and Control of Healthcare Associated Infections</td>
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<td> HSE Standards and Recommended Practices for Healthcare Records Management</td>
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<tr>
<td> HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)</td>
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<td> Safety audits and other audits specified by the HSE or other regulatory authorities</td>
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<td>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.</td>
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<td>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</td>
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<th>Specific Responsibility for Best Practice in Hygiene</th>
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<td>Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</td>
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<tr>
<td>• It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.</td>
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<td>• Department heads/ managers have overall responsibility for best practice in hygiene in their area</td>
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<td>• It is mandatory to attend hand hygiene and sharps awareness workshops yearly</td>
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<th>Competition Specific Selection Process &amp; How to apply</th>
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<td>In order to apply for this position, candidates should submit a C.V., highlighting relevant qualifications and experience, this must be accompanied by a covering letter, setting out their reasons for considering themselves suitable for the role and</td>
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pointing to the relevant experience that illustrates how the essential criteria listed above is met. The essential criteria will be used at the screening process to ascertain what applications go through to shortlisting.

The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process

Further enquiries about this role can be made to Dr David Vaughan, Director of Quality & Safety, CHG at david.vaughan1@nchg.ie

The closing date for submissions of CV’s and letter of application is: Monday 19th February 2018 by 5pm.

Your application can be emailed to recruitment@nchg.ie. Alternatively you can post your application to: CHG Human Resources, Recruitment, Block A, Herberton, St James’ Walk, Rialto. Dublin 8.

The reform programme outlined for the Health Services may impact on this post and as structures change the job description may be reviewed.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Terms and Conditions of Employment
Clinical Audit Facilitator (HSCP/Nursing Grade)

Duration of post
This is a specified purpose contract; the term of this post is for the duration of the project/body of work, which is approximately 3 years. This will be reviewed in light of the programme of work, related to the new children’s hospital and the Paediatric OPD & Urgent Care Centres.

Remuneration
Remuneration is in accordance with the salary scale approved by the Department of Health:
**Current Clinical Nurse Manager 3 salary scale with effect from 1st January 2018:**
Rising from €55,889 by annual increments to €63,116. If the successful candidate is a HSCP the equivalent salary scale aligned with above salary scale will be applied.

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<th>Annual Leave</th>
<th>Annual Leave entitlement is dependent on the successful applicants’ professional qualification and grade.</th>
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| **Working Week**      | The hours allocated to this post are 39 hours per week. The allocation of these hours will be at the discretion of your line manager and in accordance with the needs of the service.  
HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Pension**           | All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 9 month probation will be served:  
• On commencement of employment  
• Fixed term to permanent contract  
• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post. |
| **Probation**         | Employees of Temple Street Children’s University Hospital (on behalf of the Children’s Hospital Group) are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. |
| **Place of work/location** | This role will be based across a number of sites with the primary location being TSCUH. Over the term of the contract you will be required to work across the other base hospitals OLCH and Tallaght and the Children’s Hospital Group. The CHG is based at Block A Herberton, St. James’s Walk, |
You may be required to transfer to another location in the future. You will be kept informed and advised of any proposed relocation.

Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Maternity Leave

Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.

Payment of sick leave

The Children’s Hospital Group operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.

Pre-Employment Health Assessment

Prior to commencing in this post a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by the Children’s Hospital Group must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Validation of Qualifications & Experience

Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.

References

The Children’s Hospital Group will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Garda Vetting

The Children’s Hospital Group will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.
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<th>Ethics in Public Office 1995 and 2001</th>
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<tr>
<td>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€66,471 as at 01.01.2018)</td>
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Positions remunerated at or above the minimum point of the Grade VIII salary scale (€66,471 as at 01.01.2018) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.